



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC 8336(c) and 8412(d)

[x] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this PD and must use this DOI Standard PD Number*

Classification Title: Range/Forestry Technician (Prevention & Mitigation)

Organization Title: _____

DOI Standard PD Number: DOI027*

Series and Grade: GS-0455/0462-07

*This number should be entered in the employee's master records (FPPS) as last six spaces of Position Allocation Number.

RECOMMENDATION FOR COVERAGE: Secondary-Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in a fire management organization within any Bureau of the Department of the Interior (DOI). **The RANGE/FORESTRY TECHNICIAN (PREVENTION & MITIGATION) requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD.** These standards include minimum qualifications, training requirements, competencies, and key performance elements.

The primary purpose of this position is to assist in implementing and promoting the wildland fire prevention and mitigation program. The purpose of the work is to implement field level wildland fire prevention and mitigation programs and to efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. The primary responsibility is to develop local area programs, guidelines, standards and procedures. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE to qualify for this position.**

BIA Fire Program Designee

10/25/04

Date

BLM Fire Program Designee

10-22-04
Date

FWS Fire Program Designee

10/25/04

Date

NPS Fire Program Designee

10/25/04

Date

Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader

10/26/04
Date

APPROVAL: This DOI Standard Position Description (SPD) is approved for Secondary/Administrative Firefighter (FF) Retirement coverage retroactive to classification date of 08/26/2004. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Performance, Accountability and Human Resources

10/26/04
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)				3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive			
13. Competitive Level Code				14. Agency Use *DOI027							
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management		Range/Forestry Technician (Prevention & Mitigation)				GS		455/462		7	
b. Department, Agency or Establishment		Department of the Interior, FLERT Specialist								8/26/04	
c. Second Level Review		This PD has been approved as follows under 5 USC 8336(c) and 8412(d)									
d. First Level Review		Firefighter Law Enforcement									
e. Recommended by Supervisor or Initiating Office		Primary Secondary/Administrative Sec/Supvy									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)							

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision BIA BLM FWS NPS		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Range Technician Series, GS-455 Dec 91 TS-111. Forestry Technician Series, GS-462 Dec 91 TS-111. Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action

BIA BLM FWS NPS

HR Specialist

Signature

See Remarks

8/26/04

23. Position Review

a. Employee (optional)

b. Supervisor

c. Classifier

Remarks

Allison Beard BIA Todd Ryan BLM Dawn Phillips FWS Debbie Burton Orton NPS

24. Description of Major Duties and Responsibilities (See Attached)

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OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295

*Agency Use Code should be entered in FPPS as last six digits of Position Allocation Number.

INTRODUCTION:

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field wildland fire management organization as a Range/Forestry Technician (Prevention and Mitigation). The primary purpose of this position is to assist in implementing and promoting the wildland fire prevention and mitigation program.

The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met prior to entrance into this position.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This position requires a valid state driver's license.

MAJOR DUTIES: (100%)

Prepares and implements, or assists in the preparation and implementation of, the wildland fire prevention and mitigation plan ensuring that it is well coordinated with other unit function plans and with cooperating entities. Works cooperatively on joint federal, tribal, state and local wildland fire prevention and mitigation programs.

Assists in planning for both short and multi-year activities in wildland fire prevention and mitigation. Coordinates with other preparedness activities and resource management programs.

Assists in developing a coordinated approach to hazardous fuels reduction with particular emphasis on wildland/urban interface.

Monitors wildland fire prevention and mitigation activities and evaluates the effectiveness of the programs. Recommends revisions to wildland fire prevention and mitigation guidelines and procedures.

Prepares programs and evaluates various wildland fire prevention and mitigation program packages and presentations.

Prepares plans for routes, methods and frequency of contacts and inspections. Plans the type and placement of printed signs and posters for maximum exposure of prevention awareness in an interagency environment.

Works with the public to promote prevention and mitigation awareness of wildland/urban interface fire issues through meetings, personal contacts, radio and news releases.

Provides wildland fire prevention education to schools and promotes wildland fire prevention awareness through fairs, rodeos, parades, special events, and the news media.

May perform some or all of the following type of fire trespass work:

Implements fire trespass policies and procedures. Coordinates investigation of fire trespass. Works with management to determine the value of losses resulting from fire trespass. Coordinates fire investigation courses for unit assigned personnel.

As a fire investigator, investigates ignition source causes and location on government land including observing, collecting, and preserving and/or examining evidence. Interviews and/or obtains statements of witnesses. Prepares written reports which may include diagrams, maps and photos.

Provides assistance to other cooperating Federal, State, Local agencies, and Law Enforcement agencies on fire investigations that are multi-jurisdictional.

FACTORS:

1. Knowledge Required by the Position

(Level 1-4, 550 points)

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Ability to apply wildland fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.

Knowledge of computer techniques and word processing software in order to develop, implement, maintain, and edit the wildland fire prevention and mitigation plans and other programmatic plans.

Knowledge of federal, tribal, state, and local agency roles and responsibilities in wildland fire prevention and mitigation programs sufficient to recommend operating plans and oversee the scheduling, organization and implementation of such plans at the field level.

Knowledge to determine the appropriate materials needed to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural resource specialists and wildland fire and land managers.

Knowledge of community and media relations to effectively communicate wildland fire issues.

Ability to organize, coordinate, and present wildland fire prevention and mitigation programs.

2. Supervisory Controls

(Level 2-3, 275 points)

The supervisor assigns work in the form of unit objectives, goals, and priorities. The supervisor and the incumbent confer on the development of general objectives, projects, and deadlines.

The incumbent, in consultation with the supervisor, accomplishes assignments within the constraints of Bureau policy and regulations. Has the latitude to independently plan and carry out assigned programs and responsibilities. Provides independent advice on technical questions and interpretations of policies and guidelines in the assigned areas of responsibility and is considered an authority in these subject areas. Keeps the supervisor informed of controversial issues and proposed compromises. Technical assistance, if required, is available.

Completed work is reviewed for compliance with the overall unit's objectives.

3. Guidelines

(Level 3-2, 125 points)

The assignments are undertaken within the framework of federal, tribal, state, and local regulations, policies, and existing guides (e.g., manuals, instruction letters, and handbooks). The incumbent must use judgment in selecting the appropriate guideline because of the number, similarity, linkage, and/or overlapping nature of the guides. These guidelines contain criteria to solve the core question or problem, though the applicability may not be readily apparent, thus requiring the incumbent to perform interpolation to arrive at the solution.

A higher graded specialist is readily available to provide technical assistance and advice.

4. Complexity

(Level 4-3, 150 points)

Assignments involve a broad range of duties in the interagency field of wildland fire management. The work requires coordination and communication among fire, resource, educational, and interpretive personnel, as well as with numerous agencies, groups and stakeholders. The complexity of the work is reflected in the coordination required, the number of stakeholders involved, and the communication networks employed. The incumbent must utilize communication and educational systems that reach a broad range of specific internal and external audiences.

The incumbent must be effective in confronting and resolving conflicts and sensitive issues among individuals, organizations and agencies. The individual plans, implements and evaluates conventional wildland fire prevention and mitigation programs.

5. Scope and Effect

(Level 5-3, 150 points)

The purpose of the work is to implement field level wildland fire prevention and mitigation programs and to efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. Primary responsibility is to develop local area programs, guidelines, standards and procedures.

Completed reports and recommendations influence decisions by managers concerning wildland fire prevention and mitigation and community assistance programs at the field level. The work involves identifying problems, studying, analyzing and making recommendations concerning these programs, thereby affecting the efficiency and productivity of operations in these programs. The work performed influences the effectiveness of the interagency wildland fire program and the relationship with communities and stakeholders.

6. & 7. Personal Contacts & Purpose of Contacts

(Level 3B, 110 points)

Personal contacts include co-workers, staff specialists, state, or regional office fire personnel, Fire Management Officers, Land Managers, counterparts in the five federal wildland fire bureaus, state lands and forestry departments, tribal governments, municipalities, members of professional councils and societies with an interest in wildland fire prevention and mitigation, fire ecology, law enforcement, news media, local businesses, the scientific and academic communities, and the general public.

Contacts are made for the purpose of performing studies, gathering information, consulting, advising, recommending, planning, guiding and promoting the development and implementation of the wildland fire prevention and mitigation, fire education, and community assistance programs; reviewing and evaluating interagency fire mitigation techniques and efforts; making presentations and/or instructing groups in regard to the wildland fire prevention and mitigation program.

Contacts are required to share wildland fire prevention, mitigation, educational techniques and information effectively with a wide variety of internal and external audiences. Contacts are also necessary to conduct day-to-day business and to anticipate administrative and managerial problems before they arise.

Contacts require tact, determination, and communicative skill, especially to persuade and convince the public and outside organizations of the benefits of wildland fire prevention and mitigation.

8. Physical Demands

(Level 8-2, 20 points)

While the majority of work is performed in an office setting and is sedentary, on a regular and recurring basis, the incumbent is in the field where physical exertion is required in the form of long periods of standing, walking over rough, uneven or rocky surfaces and exposure to extreme heat, smoke and temperatures.

9. Work Environment

(Level 9-2, 20 points)

Work is typically performed in an office setting. Fieldwork may involve moderate risks and exposure to sun, wind, weather, and temperature extremes, bad roads, rocks, tree limbs, sand and similar discomforts. The incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated safety officer.

EVALUATION STATEMENT

Recommended Classification Range/Forestry Technician (Prevention & Mitigation), GS-455/462-07

Organizational Location: Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management

References: Range Technician Series, GS-455 Dec 91 TS-111
Forestry Technician Series, GS-462 Dec 91 TS-111
Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Background: The incumbent serves in a key fire management position in a field wildland fire management organization as a Range/Forestry Technician (Prevention and Mitigation). The primary purpose of this position is to assist in implementing and promoting the wildland fire prevention and mitigation program.

Determination of Series and Title: The Range/Forestry Technician, GS-455/462 series (TS-111, 12/91) cover positions that primarily require a practical knowledge of the methods and techniques of range/forestry and other biologically based resource management fields. Range/Forestry technicians provide practical technical support in the scientific management, protection, and development of rangeland and forest resources.

The GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to range/forestry management work should be classified to the Range/Forestry Technician Series. OPM has previously determined that firefighter positions are to be classified in the GS-455 or GS-462 series dependent upon the primary vegetation on the unit. The proper title and series are **Range Technician, GS-455** or **Forestry Technician, GS-462** dependent upon type of terrain and vegetation. Since the only difference in the positions is the primary vegetation, the positions are considered interchangeable with either classification being appropriate.

Because this position requires knowledge of wildland fire prevention and mitigation, the parenthetical title of **(Prevention & Mitigation)** is appropriate and is in line with agency practice.

Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.

FACTOR EVALUATION SYSTEM POINTS RATINGS		
Evaluation Factors	Points	Level
1. Knowledge Required by the Position	550	1-4
2. Supervisory Controls	275	2-3
3. Guidelines	125	3-2
4. Complexity	150	4-3
5. Scope and Effect	150	5-3
6. Personal Contacts	110	3B
7. Purpose of Contacts		
8. Physical Demands	20	8-2
9. Work Environment	20	9-2
Total Points	1400	
Grade Conversion Range (1355-1600)	GS-07	

Conclusion: The proper title and series are **Range Technician (Prevention & Mitigation), GS-455-07** or **Forestry Technician (Prevention & Mitigation), GS-462-07** dependent upon type of terrain and vegetation.



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